

Samuel White's Infant School
ATTENDANCE, REGISTRATION AND PUNCTUALITY POLICY

RATIONALE

Regular attendance and punctuality are important if children are to take part fully in the life of the school and take advantage of the learning opportunities offered by the school. We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

AIMS

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take action to seek improvement if appropriate.
- To identify authorised and unauthorised absence and take appropriate action.
- To establish a common school procedure for filling in registers.

ROLES & RESPONSIBILITIES

The Headteacher will:

- Ensure that pupils are registered accurately and efficiently.
- Liaise with the Education Welfare Officer to set attendance targets for the School.
- Ensure that parents or carers are contacted when reasons for absence are unknown or unauthorised.
- Monitor pupil attendance and lateness.
- Report school attendance statistics to the LA and governing body.
- Provide the Education Welfare Officer with registers of attendance and attendance statistics and support in following up long term absences.
- Ensure that pupils absent for long periods because of ill health receive appropriate learning support.
- Analyse attendance data and compare with previous years.

All teachers are expected to:

- Register pupils accurately and efficiently.
- Register pupil attendance and lateness at the start of morning and afternoon sessions.
- Encourage pupils to attend school regularly and inform the Headteacher if there is a problem that may lead to absences.
- Record on yellow card in register wallet, the names of children absent with no message received so that a follow-up call can be made.

Pupils will be encouraged to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.

Parents and carers will be asked to:

- Ensure the child attends school regularly.
- Inform the school on the first day of non-attendance.
- Discuss planned absences with the school in advance (eg family holidays, special occasions).

The Governing Body will:

- Ensure that the LA is informed about the long-term absence of pupils.
- Ensure the Policy is up-to-date and reviewed regularly.

GUIDELINES

- We accept our role in partnership with parents.
- Parents have the responsibility to ensure regular attendance and punctual arrival.
- Our responsibility is to support attendance and examine problems that may lead to non-attendance.
- To do this we keep a register of attendance at the start of every morning and afternoon session.
- The register is to be kept by all staff and marked as follows:
- Black pen must be used with red pen for absences.
- The total attending each session must be entered at the bottom of the column as the register is marked.
- Staff must ensure that they mark the register for the correct day and week, being aware of Inset Days for which a space should be left.
- Attendance must be marked as follows:
 - / Pupil present for morning session (black ink).
 - \ Pupil present for afternoon session (black ink).Pupil absent: a red circle into which the appropriate absence reason must be entered. The absence reasons are attached at Appendix A.
- The reasons for absence must be entered as soon as possible. The attendance information is entered into SIMS promptly at the end of each week by office staff.
- Regular attendance data printouts shall be made available for the Education Welfare Officer as requested.
- Parents should give reasons for absence as soon as possible. A note or telephone call is required on the first day of absence.
- In the absence of a message or note on the first day of absence, the School will phone home to ensure pupils are safe with carers.
- Unauthorised absence, i.e. when a child is absent without good cause could include shopping trips, holidays in term time, truancy or where a teacher feels a child is being kept home without good reason. This should be recorded and where a pattern emerges or concern arises parents and the Education Welfare Officer will be informed.
- Late arrival and early departure should be monitored and reported to the Headteacher if it is a regular occurrence. If a child regularly arrives after 9.10 am or 1.15 pm or leaves before 12 noon or 3.10 pm then they and their parent should report to the office, where a record is kept of the fact and noted in case of an emergency. This should include the time of arrival and departure and the reason for being late, where appropriate, should be signed by the parent.
- Parents are asked to write to the Headteacher to request absence. This may be authorised at the discretion of the Headteacher for up to a maximum of ten school days per year. Any holiday requests will not normally be authorised. Administration staff enter proposed absence in pencil in the register when an absence request form is returned.
- The following information should be written in ink on the front cover of each attendance register:
 - Education Year.
 - Name of School.
 - Class.
 - Name of Teacher responsible for marking the Register.
- The following information should be written in ink on the second page of each attendance register for every pupil who joins the class during the education year, in alphabetical order:
 - Date of Birth.
 - Name of Pupil.
 - Home Address.
 - Change of Home Address and date of change.
 - Unique Personal Numbers (UPN) – the number given to every child on entering school which stays with them throughout their school education – will be listed at the back of the register.
- Each weekly column of the register shall be dated with the week ending Friday.

- All Attendance Registers and Late Books should be available for inspection by authorised staff in the Education Department. Education Welfare Officers will inspect attendance registers at a minimum of at least once per academic year.
- No alterations should be made to register using correction fluid.
- Notes and messages of absences are kept in the register wallet.

CONCLUSION

During the school year we wish to encourage the highest possible individual attendance rate and view this procedure as a necessary and important objective so that all pupils can take full advantage of their education.

SUCCESS CRITERIA

- Attendance remains higher than national average.
- That a low level of unauthorised absence is maintained which is below national average.
- All registers are filled in correctly and promptly.
- Parents are made aware of their responsibilities for attendance and punctuality and are involved in discussion should the attendance and punctuality cause concern.
- The Education Welfare Officer continues to be satisfied by the efforts made by the School to maintain high levels of attendance.
- Regular evaluation of attendance data informs school of patterns and trends in attendance.

REVIEW

The Curriculum Committee and staff will review the policy annually and make recommendations to the full Governing body for any necessary amendments. The next review will be in

Headteacher: Date:

Chair of Governors: Date: